

Chief, Management Staff

8 March 1957

Chief, Records Management Staff

Weekly Report - Week Ending 6 March 1957

1. Contributions

a. Tangible

- (1) Completed the transfer of 16 cubic feet of inactive records from the Office of the General Counsel to the Records Center.
- (2) Developed two new forms for OD/P for use in processing name checks
- (3) The Records Center received 83 cubic feet of records and destroyed 856 cubic feet of inactive materials.

b. Intangible

- (1) The revised Vital Materials Deposit Schedule was completed for the Economic Intelligence Coordination Staff of ORR.
- (2) Collaborated with in the writing of an article on Records Management for the next issue of the "Support Bulletin".
- (3) Collaborated with the Office of Logistics and the Comptrollers Office in the development of a more meaningful report on Value of Expendable and Non-Expendable Property Issued.

2. Assignments (Active)

- a. Records Disposition Program, Cable Secretariat, 90 per cent complete.
- b. Records Disposition Program, Office of Logistics, 60 per cent complete.
- c. Review of Records Control Schedule, Audit Staff, 65 per cent complete.
- d. Twenty-three new and revised forms in process.
- e. Records Disposition Program, OOR, 64 per cent complete.
- f. Intra-Agency chain envelope; Supply Division, Logistics, has been requested to order a sufficient volume of the revised envelope to provide for experimental use.

- g. Installation of filing system in OSI 20 per cent complete.
- h. Possibility of installing a shelf filing system in Industrial Register of OCR being explored.
- i. Installation of shelf filing in Biographic Register; requisition for an installation issued.

3. News

Five members from this Staff attended the OAM Monthly Luncheon at which the government wide paper work management program was discussed by Mr. Herbert Angel, Assistant Archivist of the United States and Mr. Hirst Sutton from the Bureau of the Budget.

[redacted] completed the Correspondence Management Workshop conducted by GSA and the Conference Leadership Course conducted by OTR.

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